

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 37-138

AIR FORCE MATERIEL COMMAND

Supplement 1

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Information Management

**RECORDS DISPOSITION - PROCEDURES AND
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement expands on the guidance in the basic instruction by providing AFMC-specific guidance and policy interpretation. It also implements AFD 37-1, *Air Force Information Management*. It applies in part to all Air Force personnel activities, including the Air National Guard (ANG) and the United States Air Force Reserve (USAFR) when they are tenant on an AFMC base and require records management support. Portions that apply are so marked. It also applies to all contractor personnel who manage Air Force programs and the records associated with same. AFMC records managers (RM) may write a supplement to this guidance as required. This supplement updates terminology and provides updated guidance to host-base offices of record as well as tenants having a host-tenant support agreement with the host base.

AFI 37-138, 31 March 1994, is supplemented as follows:

Table 3.1, Note 2. Approval in AFMC is delegated to the functional area records manager (FARM).

Table 3.1, Note 4. Work with RMs to transfer classified records to a Federal Records Center, rather than to a staging area when at all possible.

Table 3.1, Note 5. If there is not enough space in the current files area, work with the FARM and RM to determine need for storage on an alternate media, such as optical disk. If an alternate media is not cost effective or viable but transfer to a staging area is not an option, suggest voluminous records with a retention of 2 years or less be maintained in a storage area of the office of record so long as the records are clearly marked as official inactive files with the disposal date and if AF Form 614, **Charge Out Record**, is placed in the file cabinet to indicate the location of the inactive files.

Table 3.1, Note 6. Automatic approval is designated to offices of record as long as these requirements are met. FARMs will monitor this during regularly scheduled staff assistance visits. Also see note 7 in the basic instruction.

3.2.2. Base RM approves transfer to the staging area and keeps a copy of the SF 135, Records Transmittal and Receipt. Contact command records manager (CRM) only if local staging area cannot be used for this purpose.

3.3.1. Chiefs of offices of record can identify records falling under this category in advance; thus allowing rapid notification if conditions warrant early retirement. Provide RM with list whenever same series of records are stored in local staging area. Also refer to paragraph 3.4.3 in basic instruction.

3.4.1. RMs notify CRM if apprised of these types of records. The chief of the office in which the records reside coordinates with the base environmental office and provides supporting justification as to the type of menace to health, life, or property. Depending on the urgency required in obtaining Secretary of the Air Force (SAF)/AAIQ approval to destroy, suggest electronic mail or faxogram transmission of required documentation.

3.4.2. RMs are authorized to oversee these efforts. RMs ensure the report is sent through the CRM to SAF/AAIQ as required.

3.4.2.1. Always put safety first. Film may be removed without notifying RM when an emergency situation exists. However, the chief of the office must notify the RM as soon after as possible and ensure proper methods of destruction as herein described.

3.5.1. The chief of the office in which the records were lost, damaged, or prematurely destroyed, submits to the local RM a report as required in this section. The RM submits report through CRM to SAF level.

3.5.1.3. The RM receives direction from CRM for disposal of damaged records and ensures office of record so identifies on SF 135.

3.5.3. RMs submit report to CRM for further action.

3.5.3. Third Bullet. When records cannot be located that should be in the official files or in a staging area or Records Center, explain why the records are missing. State what places/offices were searched or contacted in an effort to either locate or reconstruct missing records. Provide specific office symbols and/or location information as needed. These search efforts are especially required to legally support a "no records" denial under the Freedom of Information Act (see AFI 37-131/ AFMC Supplement 1, paragraph 15.2.2(Added)).

3.6.1. Change "CRM" to "RM." CRMs only receive copies of SF 135 when a unit or organization is being closed, or when the function goes to another agency or major command, rather than transferred to another unit or location within AFMC.

3.8.1. A "government agency" is defined at department level; like, Department of Defense.

4.1. Interagency Control Number 0376-NAR-AR applies.

5.5. Exception. Approval is delegated to the RM.

6.9.1. Whenever a host base/unit deactivates or transfers to another agency, to include base closure, and their records are shipped to another location (Federal Records Center, other agency, etc.), send HQ AFMC/SCPI a copy of the SF 135. This will aid in responding to future requests for those records.

Figure 6.3, Paragraph 11.2. If the Records Information Management System file plan provides the folder-by-folder listing, attach a copy of it to the SF 135 to serve as the listing of contents for each box. Highlight the specific items and folder titles that apply for each box.

7.2.1.1. Base RMs are delegated this authority.

7.2.1.2. See table 3.1, note 6, as supplemented.

7.2.1.4. (May Apply to ANG and USAFR.) The base RM may authorize this waiver. If a support agreement is agreed to by other Department of Defense organizations to use Air Force staging areas, submit it with the approved waiver through CRM to SAF/AAIQ.

7.3. At AFMC, offices of record are authorized to retain 2 year records in their offices as long as additional filing equipment is not required. Also see table 3.1, note 6, as supplemented.

7.8.1. (May Apply to ANG and USAFR.) Ensure a complete inventory of files is attached to SF 135; such as, alphabetical listing of personnel files. Coordinate SFs 135 with servicing RM and provide them a copy of final product.

7.9.2.2. (May Apply to ANG and USAFR.) In AFMC, tenants must provide a person or persons qualified to dispose of or prepare for retirement of their own records. Host RMs should include this requirement in host-tenant support agreements. The only exception would be if the staging area became a fee-for-service operation.

7.9.2.2. Exception. ANG & USAFR retire their own records.

9.3.4. When analyzing or advising about an electronic recordkeeping (ERK) system that will contain records with a retention of 3 to 8 years, RMs ensure the office requiring the ERK indicates the media in which the inactive records will be stored as well as whether the records will be maintained in the office location, rather than a staging area. For ERK or imaging systems, as long as procedures are in place to properly manage the inactive records for the life of the records, this constitutes a waiver not to send them to the staging area.

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